

## Guidance on Completing Your Role Description

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### **Introduction:**

The legislative changes which took effect on 31<sup>st</sup> January 2011 introduced Terms of Service<sup>1</sup> for the clergy providing employment rights to those on common tenure, whilst maintaining their status as office holders not employees. It introduced entitlements to a Statement of Particulars, Family Leave, Time Off, Sick Pay, new procedures for capability and grievance, greater protection from unfair removal from office and ministerial development review. It is within the context of these legislative changes that we have developed our Role Description following National recommendations.

### ***The purpose of a Role Description***

The Diocese of Canterbury is committed to ensuring that office holders have a Role Description.

The Role Description is a document that identifies and describes the main aspects or purpose of a role. It is not intended to describe everything that is undertaken by an Office Holder, or to be constraining.

A role description can be used for a variety of purposes:

- (i) To provide a clear description of the role for new applicants and those involved in the appointments process;
- (ii) To clarify roles and responsibilities for existing role holders;
- (iii) To identify training & development needs
- (iv) To inform the Ministerial Development Review (MDR) process.

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<sup>1</sup> Ecclesiastical Offices (Terms of Service) Measure, 2009

## Background

### *Canterbury`s Template*

A role description has been developed in consultation with others and presented and discussed at the Role Description workshops which have taken place during the beginning of 2012. The template summarises the main responsibilities and accountabilities that an ordained priest is required to do. The template is a useful standard document that will help ensure consistency for all office holders across the Diocese.

### What does this mean for you?

You are expected to use the role description to describe the duties and accountabilities of your office, to refine it, if necessary, to the specifics of your appointment and to discuss it with your Church Wardens and Incumbent and engage with it at MDR.

In summary the process for you to follow is:

Step	Date	What you need to do:
1	2 <sup>nd</sup> July 2012	Office holder to insert information on their Role Description including: <ul style="list-style-type: none"><li>- Office details</li><li>- Other responsibilities and/or key roles that are held in the deanery, community &amp; diocese</li><li>- Key Contacts</li><li>- Benefice Summary</li></ul>
2		Office holder to review section 2. Specific Responsibilities – does this adequately articulate your roles and responsibilities? In the majority of cases this will be Yes.  If it is No – the office holder has the ability to refine and/or expand the specific responsibilities.
3		Share the role description with your church wardens for agreement
4		Inform and make the PCC aware of its contents
5	30 <sup>th</sup> September 2012	Sign it and send it to the HR Adviser who will then share it with the Archdeacon for their approval and signature. (Helpful to keep your own photocopy until signed)
6	31 <sup>st</sup> December 2012	A Copy is held by the Bishop`s Office and by the HR Adviser

## Consulting Others

### *Churchwardens*

It is appropriate to seek the views of the Parochial Church Council (PCC) members about your role description. This applies to all regardless of role - incumbent, priest in charge, team rector, team vicar or assistant curate. The PCC members should be aware and confirm its contents. This will be an important opportunity to clarify mutual expectations about both mission and ministry. You should consult your Archdeacon if you expect any difficulty in terms of unrealistic expectations.

Who agrees what...

	Church Wardens/PCC	Incumbent	Archdeacon/Bishop
Incumbent	X		X
Team Rector	X		X
Priest in Charge	X		X
Team Vicar	X	X	X
Assistant Curate	X	X	X

Your Archdeacon can offer advice on the best approach, especially if there is any disagreement.

### **Other documents:**

There are a number of other documents which may be helpful in finalising your role description. These will vary according to your situation and how long you have been in post and may include some or the entire list below:

- Parish Profile and Statement of Needs
- Pastoral reorganisation schemes and other Parish plans
- Deanery Mission Action Plan
- PCC Mission Statement or similar statement of purpose
- Any working agreement
- Any former role description or similar document.

## **GUIDANCE NOTES ON THE CONTENTS OF THE ROLE DESCRIPTION**

### **1. OFFICE DETAILS (FRONT PAGE)**

The first page begins with the name of the office holder and details of the office held, including the date the document was last reviewed. The information provided should be consistent with your licence and Statement of Particulars if you have one.

It requests whether the office holder is full or part time. The reason is that the responsibilities and accountabilities will be proportionate to the role and hours. Specific responsibilities may differ compared to other roles, depending on the nature of the role, context of the benefice and time available.

Ultimately the Bishop is responsible for your Terms of Service. However your initial point of contact will be your Archdeacon.

### **2. OVERALL PURPOSE OF THE ROLE (PAGE 2)**

The text in this section is standard and will be included in all role descriptions. It should remain intact. It describes what the role is intended to achieve and is a summary of the essential functions.

Please note, it is not in any order of importance.

### **3. SPECIFIC RESPONSIBILITIES (PAGE 2)**

It is anticipated that most of this section is standard and factual and covers aspects of the role such as duties that can be summed up as Mission, Legal, People responsibilities. Depending on your role you may need to refine and/or make more specific the existing statements. In the majority of cases there will be no changes.

The relative importance of specific responsibilities will change over time as priorities, demands and the environment in which you work changes.

When you are refining or expanding on a specific responsibility you will need to state:

- What is done and to what/with whom, describing a main activity that states the role holder's responsibility in connection with the activity;
- What the end results ought to be, describing the reasons for or the end result of the role

Examples of specific responsibilities are;

- “Encouraging and enabling ...clergy colleagues, church wardens, PCC, staff and volunteers, to fully participate in planning and decision making, tasks and activities to ensure that gifts and talents are identified and used effectively to encourage and build up the community of faith”.
- “Planning and organising and conducting a programme of worship...with others ,...making appropriate use of resources, music, teaching and preaching to give glory to God and support the vision and needs for ministry”.

#### **4. OTHER RESPONSIBILITIES AND KEY ROLES IN THE DEANERY, COMMUNITY & DIOCESE (PAGE 3)**

There is an opportunity to write here other key roles that you may undertake such as Chaplaincies, ex-officio roles.

#### **5. KEY CONTACTS (PAGE 4)**

It is anticipated that the Key Contacts and Relationships section is mostly standard and factual. If there are other people that play a significant part in the working of the parish, or links to other churches and community organisations then you should record it here. Do not use names, instead use roles and titles.

#### **6. BENEFICE SUMMARY (PAGE 4)**

This section enables you to record aspects of the scope and scale of the benefice and parish (es) which provide a context for your role. It requires factual and quantitative data which helps to contextualise your role. For example numbers on the electoral roll, approximate congregation size, numbers of churches. The Diocesan Directory may be helpful.

#### **7. ROLE CONTEXT AND OTHER CONTEXTUAL INFORMATION (PAGE 5)**

A series of questions are asked in this section to provide some background context to the role such as whether there are pastoral reorganisation proposals.

There is the opportunity to add further explanation (in no more than 2 paragraphs) and this information may include: the economic and social context, social mix of the parish (es), occupations, resources, aspirations of the parish, parish policies.

Please note that the Role Description is intended to be an enduring document, which you will want to review and refresh occasionally, not least during your Ministerial Development Review in order to ensure that it remains relevant.

## **ROLE DESCRIPTIONS FOR NEW APPOINTMENTS**

If you are developing a Role Description as part of the recruitment process it will be done as part of the Parish Profile. This should be signed off by the Church Wardens and the Archdeacon. Advice can be provided by the HR Adviser on the writing of a role description for the purposes of a new appointment.

The role descriptions will then be refined and finalised after 6 months in post with the Archdeacon and shared with the Church Wardens for agreement.

If necessary, the Archdeacon may meet with the Church Wardens to discuss and clarify the contents of the role description.

## **MINISTRY DEVELOPMENT REVIEW**

In preparation for your ministerial development review and to enable an effective, frank and supportive discussion you should refer to your agreed role description. You will also be sent a contextual questionnaire to complete along with your 6 nominated co-workers. This review is a regular opportunity for discussing your wellbeing and development and it enables a discussion about adjusting and clarifying the expectations of the role.

## **DISAGREEMENT**

If there is disagreement between those involved in the development of the Role description and consensus cannot be achieved informally. The matter should be referred to the Archdeacon and/or HR Adviser.